



STATE OF MAINE
DEPARTMENT OF PUBLIC SAFETY
MAINE EMERGENCY MEDICAL SERVICES
16 EDISON DRIVE
AUGUSTA, MAINE
04330

MICHAEL F. KELLY
COMMISSIONER

ANGUS S. KING, JR.
GOVERNOR

**Maine EMS Examination Committee Meeting
Tuesday, January 16, 2002
Maine EMS Conference Room, Augusta**

JAY BRADSHAW
DIRECTOR

Minutes

Present: J. Vaniotis – Chair, K. Roderick, G. Utgard, D. Bahr, D. Gilman, J. LeBrun

Absent: R. Doughty

Guest: Brian Mullis

Staff: D. White

1. Call To Order - The meeting was called to order at 9:50 a.m.

A. Introductions – Brian Mullis, Director of Mayo Regional Hospital EMS, was introduced to the Committee.

B. Assign Timekeeper – K. Roderick

C. Additions/Deletions to the Agenda – None

2. Minutes – November 27, 2001, meeting minutes - review for acceptance

The minutes of the November 27, 2001, meeting were reviewed.

Motion: To accept the minutes of the November 27, 2001, meeting (LeBrun;Utgard - motion carries).

3. Old Business

A. Exam Administration Manual (EAM)

The Committee continued its work on the Exam Administration Manual. Copies of the draft manual and appendices completed were distributed in a binder.

Members requested that appendix tabs extend beyond edge of pages and that a wider binder may be necessary. Work then commenced with a review of appendices.

Appendix A – Include document date on bottom of each page.

Appendix B – Accommodation Policy should be rewritten to clarify that no person under 18 years of age may be licensed at an ALS level.

- Do not include entire Accommodation Policy in Manual as it speaks to education as well as testing.
- Include an information sheet that reflects only the parts of the accommodation policy that deals directly with testing.
- Include functional position description and disability accommodation form in appendix.

Appendix C – Kelly will provide “answer sheet directions for First responder and Assessment Exams

- Drexell will include (in the text of the manual) the instances in which the assessment exam must be used.
- Consensus was that the current “pink application form” be included in the manual and that the draft testing/license application form be piloted in a couple of regions this Spring.

Appendix D – Note each sheet that appears in the appendix in the index.

Appendix F – Include in appendix that “Except in the case of an emergency, no one is permitted to leave the room”, and , “ If you aren’t feeling well enough to complete the entire exam, you should not take the exam and reschedule for another time” .in section 3.

Appendix G – Include question value on each summary score sheet (e.g. .66 per question).

- Revise sheets to make them easier to read and complete (e.g. table form, alternating gray and white rows).

Appendix H - Roster should have consistent italics

- Date on Roster
- Consolidate for more room for candidate name and Administrator/Proctor/Coordinator signatures.

Appendix I – Make name of form consistent with index name.

General:

- Do not include answer keys in manual. Revise Exam Security Policy to reflect security for answer keys.
- Review draft application form next month.

Work will continue at next month's meeting

4. New Business

A. Committee Member Nominations

Staff reported that Robert Hawkes, EMT-P, director of the SMTC Paramedic Program has expressed an interest in joining the Committee as the Level III Instructor Representative. Discussion ensued.

Motion: To recommend to the EMS Board Chair that Robert Hawkes be appointed as the level III Instructor Coordinator representative to the Committee (Bahr; Utgard – motion carries).

Dan Bahr indicated that he had asked B. Mullis to attend the meeting with the intent of having Mr. Mullis act as an alternate representative in instances when D. Bahr would be unable to attend the meeting.

Various options for alternates were discussed with members agreeing that alternates, on an as needed basis, would be appropriate.

Motion: That, when a primary Committee member is unable to attend, that member, if he or she so chooses, may send an alternate representative to the meeting, who may vote in the stead of the Committee member. Alternate members are encouraged to attend all meetings of the Committee, but may only vote in the absence of the primary Committee member. (Bahr; Utgard – motion carries).

5. Next Meeting

The next meeting will be held on Tuesday, February 19, 2002 from 9:30 a.m. – 12:30 p.m.

A. Set Agenda - Next agenda to include: Exam Administration Manual

6. Adjournment - The meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Drexell White